

COMMONWEALTH OF VIRGINIA
WORKFORCE INVESTMENT ACT

VIRGINIA EMPLOYMENT COMMISSION

FIELD GUIDANCE MEMORANDUM #05-08

TO: LOCAL WORKFORCE INVESTMENT BOARDS

FROM: WIA DIVISION

SUBJECT: INDIVIDUAL TRAINING ACCOUNTS FOR OUT-OF-SCHOOL
AND/OR OLDER YOUTH PARTICIPANTS

EFFECTIVE DATE: October 3, 2005, to cover program years 2005 and 2006

PURPOSE

To describe Virginia's guidance that permits Individual Training Accounts to be used for out-of-school and/or older youth who are receiving services under WIA Title I.

REFERENCES

WIA Section 101; WIA Section 123; WIA Section 129(c); WIA Section 134; WIA Section 136(b)(2)(A); WIA Section 189(i)(4); 20 CFR 664.200; 20 CFR 664.300; 20 CFR 664.310; 20 CFR 664.510; 20 CFR 661.410(c); 20 CFR 661.420; WIA Policy 00-5; and WIA Policy 00-8 (Revised October 3, 2005).

BACKGROUND

Recently, the Virginia Employment Commission, WIA Division requested a waiver of the prohibition on the use of Individual Training Accounts (ITAs) for out-of-school and/or older youth participants. The U.S. Department of Labor Employment & Training Administration has granted the waiver, under which local workforce boards can use the State's list of eligible training providers to secure training providers for out-of-school and/or older youth participants as appropriate.

This waiver enhances customer choice, allows out-of-school and/or older youth participants to benefit from services provided by Virginia's certified training providers without requiring One-Stop operators to register participants in the adult program and tracks resources separately for each funding stream.

It also permits out-of-school and/or older youth participants to select approved ITA programs from the eligible training provider list while retaining their youth classification.

GUIDANCE

- The youth must meet criteria specified in the **Virginia Workforce Investment Act Policy Number 00-8, Virginia's Training Voucher System under WIA and Exceptions**, emphasizing the following: Training must be in an occupation for which there is demand, an individual must have the qualifications to succeed in the program, funding must be available, and the case manager must have determined that occupational skills training through the ITA system is necessary in order for the youth to secure fulltime employment that leads to self-sufficiency.
- Local areas shall include a description in the local area plan outlining the utilization of ITAs in service delivery.
- Planning documents will reflect the core indicators of performance for employment and training activities authorized under WIA Section 134 and WIA Section 136(b)(2)(A), only as they relate to ITAs, i.e., the waiver does not affect any other allowable WIA activities, and older youth and out-of-school youth will fall into the youth performance measures, as appropriate.
- Local areas shall incorporate within their monitoring guides a review of the utilization of ITAs for out-of-school and older youth and submit a copy of the review annually to the VEC by July 31, 2006 and July 31, 2007. The VEC will incorporate this information in a report to ETA to annually describe the impact on outcomes for out-of-school and/or older youth that used ITAs in their service strategy.
- The use of ITAs offers expanded options for customer choice and shall not be used as an enticement to terminate current service delivery programs/contracts.
- The use of ITAs shall enhance, not supplant, current delivery systems or the implementation of the ten WIA youth program elements for out-of-school and/or older youth participants.
- The requirements of WIA Section 129(c) relating to the provision of services to eligible youth remain applicable. Thus, determination to use an ITA must be based upon the development of an objective assessment and individual service plan as outlined in WIA Section 129(c)(1)(A). In addition, the services outlined in WIA Section 129(c)(2) must be made available to those youth for whom ITAs are not deemed suitable or who require additional comprehensive services.

DEFINITIONS

Older youth is an individual who is an eligible youth age 19 through 21.

Out-of-school youth is an individual who (a) is an eligible youth who is a school dropout or (b) is an eligible youth who has either graduated from high school or holds a GED but is basic skills deficient, unemployed or underemployed.

School dropout is defined as an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth's dropout status is determined at the time of registration. A youth attending an alternative school at the time of registration is not a dropout.

NOTE: Modifications to VWNIS will be made to accommodate this policy change.

EFFECTIVE DATE

July 1, 2005 - June 30, 2007